

City of Springfield**FY 06 Recommended Budget**

Function: Finance
Department: Purchase
Program: Purchasing
Program Budget \$555,623

Department Mission:

The mission of the Purchase Department is to optimize the value of each tax dollar through competitive procurements that promote cost savings.

Department Highlights:

The purchasing department through the public procurement process will actively seek out the lowest qualified bidder to provide the requesting department with a quality vendor that will provide the lowest cost services. This is a continuous process for all request made for purchase goods and services. We are committed to provide services for the city that achieves the lowest overall cost for its purchases, and will continue to contribute technical assistance and product research, as well as provide minority and women owned businesses with assistance in meeting the city's 20% goal during the bid solicitation process. These goals are directly attributed to the purchasing staff assigned to various areas in updating the existing purchase automation system.

Program Goal:

The Purchasing goal is to procure services, materials and supplies for the city in the most cost effective manner and in conformance with city, state and/or federal requirements.

Program Narrative:

The Purchasing Department provides the services to procure materials, supplies, and services at the lowest possible cost consistent with the quality necessary for the proper operations of the various departments. Procurement services activities includes public bidding, contract issuance, informal quoting for goods and services and procurement through purchase orders.

Program Objectives:

1. Increase the number of Contracts & Price Agreements (Informal & Formal Bids) completed.
2. Maintain at least 90% of Requisitions converted to Purchase Orders within 5 days of receipt.
3. Institute a regular end-user training program for staff in City departments by June 2006.

Key Program Measures	FY 2004 <u>Actual</u>	FY 2005 <u>Estimated</u>	FY 2006 <u>Projected</u>
Requisitions converted to a Purchase Order within 5 days of receipt	100%	80%	90%
Formal and Informal Bids processed	343	295	320
Purchase Orders (PO's) issued	20,461	24,000	25,000
PO's issued per assigned FTE	4,092	4,800	5,000
Contracts completed	373	440	420

Proposed Program Changes:

To update on-line reporting functionality to track key program measurements and the ability to send purchase orders electronically with the proper signature authorization, as well as the ability to send the required documents electronically to our customers and vendors. To purchase a Scanning Technology System that allows the Purchasing department to scan Contracts, Bids, and Legal documents, etc. for archives.

City of Springfield
Program Summary
Finance
Purchase
Purchasing

FY 06 Recommended Budget

	Actual		Estimated		Proposed
	Expenditures	Adopted	Actual	Estimated	Proposed
	FY 04	FY 05	03/31/05	06/30/05	FY 06
EXPENDITURE SUMMARY					
Regular Payroll	\$ 551,553	\$ 528,855	\$ 363,966	\$ 502,086	\$ 514,019
Overtime	-	700	-	-	-
Purchase of Service	\$ 29,594	38,121	22,101	29,468	38,304
Materials and Supplies	4,761	6,953	1,669	2,225	3,120
Intergovernmental	-	-	-	-	-
Other	-	180	-	-	180
Capital Outlay	-	-	-	-	-
Total Assessor	\$ 585,908	\$ 574,809	\$ 387,736	\$ 533,779	\$ 555,623

	Actual	Estimated	Proposed
	FY 04	FY 05	FY 06
REVENUE SUMMARY			
Non General Fund			
Grants	\$ -	\$ -	\$ -
Bond Proceeds	-	-	-
Fees	-	-	-
Reimbursements	-	-	-
Total Non General Fund	\$ -	\$ -	\$ -
General Fund			
General Fund Fees	\$ -	\$ -	\$ -
General Fund Contribution	585,908	533,779	555,623
Total General Fund	\$ 585,908	\$ 533,779	\$ 555,623
Total	\$ 585,908	\$ 533,779	\$ 555,623

	Actual	Estimated	Proposed
	FY 04	FY 05	FY 06
FUNDED POSITIONS/FTEs			
Chief Procurement Officer	1	1	1
Deputy Purchasing Agent	1	1	1
Assistant Purchasing Agent	1	1	1
Compliance Officer	1	1	1
Purchasing Technician	1	1	1
Administration	8	7	7
Total	13	12	12

APPROPRIATION SUMMARY			
Personal Services	\$ 551,553	\$ 529,555	\$ 514,019
Other Than Personal Services	\$ 45,175	\$ 45,254	\$ 41,604
Capital Outlay			
TOTAL	\$ 596,728	\$ 574,809	\$ 555,623